

EXECUTIVE DEPARTMENT  
Office of the Governor

The Governor of Georgia is responsible for all executive actions necessary to carry out the laws of the State of Georgia. He initiates new legislation and implements innovative programs designed to better serve the citizens of Georgia. He is responsible for insuring state security and public order. He commands the National Guard and State militia. He appoints all officers and may fill vacancies in any office unless otherwise provided by law. He may exercise extraordinary executive powers such as those to convene the General Assembly, to veto legislation or to suspend criminal executions.

App'l  
No  
✓ 73-83

Description  
GOVERNOR'S SUBJECT FILES - Documents relating to all areas of responsibility and interest of the Governor. Included are correspondence; memos; directives and supporting papers between the Governor and private citizens, county and local officials; state agency officials; officials of other states; the federal government; private organizations; persons overseas; the Governor's activity schedules. The file is arranged: Correspondence: by category of correspondent, thereunder chronologically. Activity Schedules: chronologically by week.

Disposition  
Cut off file at end of each calendar year; then hold in current files area until end of term of Governor; then retire to State Archives. Earlier retirement is authorized.  
APPROVED: 02/27/73.

## Records Retention Schedule

EXECUTIVE DEPARTMENT  
Executive Staff Division

The Executive Staff Division, headed by the Governor's Executive Secretary, is responsible for providing a broad variety of staff services. The Division schedules the Governor's appointments; answers his correspondence; and provides general, fiscal and office services. The Division also provides liaison with the State Legislature, agency heads and the public as well as occasionally representing the Governor at functions which he is unable to attend. The Division also maintains a research section which executes special projects.

Appl

No

73-35

Description

EXECUTIVE CENTER SUBJECT FILES - Documents relating to the activity schedules of the Governor and his family and to the operation of the Executive Center. Included are plans of events; schedules; invitations; related correspondence; requests for interviews; memos; Executive Center policies; procedures; and inventories. Files are arranged alphabetically by county or subject.

Disposition

Cut off files at end of each calendar year; hold in current files area until end of the Governor's term; then retire to State Archives. Earlier disposition is authorized.  
APPROVED: 02/27/73.

73-93

CASH DISBURSEMENTS JOURNAL FILE - Documents relating to fiscal control. Included are entries of individual disbursements or receipts of cash or blocks of receipts and disbursements. File is arranged in sections: payroll, voucher, cash.

Cut off file at end of each fiscal year; hold in current files area 1 year beyond end of term of Governor; then retire to State Archives.  
APPROVED: 02/27/73.

73-94

FISCAL SUBJECT FILES - Documents relating to documenting fiscal services. Included are credit union minutes; descriptive schedules of equipment purchases; Southern Governors' Conference Freight Rate Committee funding documents; federal reserve special custody correspondence; documents relating to artworks on loan. Files are arranged alphabetically by subject.

Cut off files at end of term of Governor; then retire to State Archives.  
APPROVED: 02/27/73.

## Records Retention Schedule

EXECUTIVE DEPARTMENT  
Executive Staff Division

Appl No	Description	Disposition
✓ 73-95	EXECUTIVE APPOINTEES RECOMMENDATIONS FILES - Documents relating to which persons shall be appointed to the various executive offices by the Governor. Included are recommendations of and for candidates; requests for consideration for appointment; evaluations of candidates and appointees; related papers. File is arranged alphabetically by name of board, commission, etc.	Cut off file at end of term of Governor; then retire to State Archives. APPROVED: 02/27/73.
✓ 73-96	EXECUTIVE SECRETARY'S CORRESPONDENCE FILES - Documents relating to all phases of the Executive Secretary's duties. Included are memos; correspondence between the Secretary and officials of the Executive Dept., other state agencies and officials and private persons. File is arranged alphabetically by County.	Cut off file at end of term of Governor; then retire to State Archives. APPROVED: 02/27/73.
✓ 73-98	RESEARCH REPORTS FILES - Documents relating to requests for specific information by officials of the Executive Dept. Included are memos; briefs; reports; studies; related papers. File is arranged chronologically.	Cut off file at end of each calendar year; then hold in current files area until end of term of Governor; then retire to State Archives. APPROVED: 02/27/73.
✓ 75-69	GOVERNOR'S INTERN PERSONNEL FILES - Documents relating to maintaining background information on each intern. Included are Personnel folders for each intern containing (1) application for participation in the program, (2) internship appointment and acceptance form, (3) project outline guides, (4) copies of transmittal memo accompanying stipend payments and (5) related correspondence and other documents. File is arranged chronologically by academic quarter; thereunder alphabetically by name of intern.	Cut off file at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center, hold 6 years; then destroy. APPROVED: 03/05/75.

## Records Retention Schedule

EXECUTIVE DEPARTMENT  
Executive Staff Division

Appl

No

75-70

Description

GOVERNOR'S INTERN PROJECT REPORT FILES - Documents relating to maintaining project reports by interns. Included are narrative reports written by interns, outlining in detail the findings and/or results of his intern project. File is arranged chronologically by academic quarter; thereunder alphabetically by name of intern.

Disposition

Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Archives for permanent retention.

APPROVED: 03/05/75.

75-71

GOVERNOR'S INTERN QUESTIONNAIRE FILES - Documents relating to evaluating interns and the internship program. Included are Pre-internship and Post-internship Questionnaires filled in by interns; Host Agency Questionnaires prepared by the intern's supervisor in the host agency; and, if the student receives academic credit, a Faculty Advisor Questionnaire. (No form nos. on questionnaires). Files are arranged by type of questionnaire; thereunder chronologically by academic quarter; thereunder alphabetically by name of intern.

Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 3 years; then destroy.

APPROVED: 03/05/75.

77-296

EXECUTIVE APPOINTEES LOG FILES - Documents relating to recording executive appointees. Included are notebooks containing names of appointees, their terms of office, qualifications, predecessors, etc. Files are arranged alphabetically by name of board, commission, council, etc.

Cut off files at end of term of Governor; hold in current files area 1 year; then retire to State Archives.

Amends Application No. 73-85.

APPROVED: 02/27/73.

AMENDED: 10/04/77.

Records Retention Schedule

EXECUTIVE DEPARTMENT  
Legal Division

The Legal Division, headed by the Legal Counsel, is responsible for handling all legal matters for the Executive Department. The Legal Counsel confers with and advises the Governor on all matters of State. The Division prepares all executive orders, minutes and other executive documents; prepares, drafts, and monitors executive legislation programs and represents the Governor on such matters before legislators and other elected officials; reviews other legislation; and represents the Governor on such judicial matters as criminal extraditions, executive agreements concerning the interstate transfer of prisoners, matters concerning capital punishment, resignations and appointments of all judicial officials, and resignations and bonds of public officials.

<u>Appl No</u>	<u>Description</u>	<u>Disposition</u>
✓ 73-86	EXECUTIVE MINUTES FILES - Documents relating to recording the executive actions of the Governor. Included are original and microfilm copies of Executive Orders; stays of execution; resignations of state and local officials; appointments to office; veto messages; referendum proclamations; some formal agreements; certifications of electors; federal office holders; related correspondence. File is arranged chronologically by date of final action of the Governor.	Cut off loose minutes at end of each 6 months; then transfer to State Archives for micro-filming.  MICROFILM - retain negative within State Archives for security. Retain positive copy for research.  RECORD COPY - return paper minutes to the Division; then cut off file on an annual calendar basis; then bind in convenient units; hold bound minutes in current files area for 3 years; then retire to State Archives. APPROVED: 02/27/73
✓ 73-87	EXECUTIVE MINUTES WORKING PAPERS FILES - Documents used as raw materials for Executive Minutes. Included are materials similar to those described in Executive Minutes Files. Also included are related materials of all types. Files are arranged alphabetically by subject.	When minutes are created, transfer materials to inactive file. Cut off inactive file at end of each calendar year; then hold in current files area three years; then retire to State Archives. APPROVED: 02/27/73

## Records Retention Schedule

EXECUTIVE DEPARTMENT  
Legal Division

Appl No	Description	Disposition
✓73-88	RECORD OF EXTRADITIONS FILES - Documents used as a log of extradition proceedings. Included are entries giving particulars for each extradition (name, demanding state, asylum state, charges against accused) followed by a chronological series of entries of actions taken or received. File is arranged by extradition number within bound volumes.	Cut off when volume is filled; then hold in current files area 5 years; then retire to State Archives. APPROVED: 02/27/73
✓73-90	JUDICIAL APPOINTEES RECOMMENDATIONS FILES - Documents relating to which persons shall be appointed by the Governor to various judicial offices. Included are recommendations of and for candidates for appointment; requests for consideration for appointment; evaluations of candidates and office holders and related papers. File is arranged alphabetically by name of office.	Cut off file at end of term of Governor; then retire to State Archives. APPROVED: 02/27/73
✓73-91-A	LEGISLATION REVIEW FILES - Documents relating to reviewing legislation to determine Governor's position regarding Bills. Included are correspondence with citizens, State and local officials and legislators concerning legislation. Also included are reports of studies by the Governor's staff members and others analyzing some Bills. Files are arranged alphabetically by subject.	Cut off file at end of each Governor's term; then transfer to State Archives for permanent retention. APPROVED: 02/27/73 AMENDED 08/08/75
✓73-92	RECORD OF OFFICIAL OATHS FILES - Documents recording oath-taking of appointed officials and elected State officials. Included are documents giving name of official, his office, effective date of appointment/term; signatures of the official and the Governor. File is arranged by effective date of appointment/term.	Cut off file at end of term of Governor; then retire to State Archives. APPROVED: 02/27/73

Records Retention Schedule

EXECUTIVE DEPARTMENT  
Legal Division

Appl  
No

Description

Disposition

✓ 74-464

WAIVERS OF EXTRADITION FILES - Documents relating to the responsibility of the Governor to receive and issue extraditions. Included are waivers of extradition rights by persons arrested; transmittal letters; and related documents. File is arranged chronologically by date defendant signed waiver.

Cut off file at end of each calendar year; hold in current files area 1 year; then destroy.  
APPROVED: 01/13/75

✓ 77-297-A

EXTRADITION CASE FILES - Documents relating to maintaining case files on the extraditions of alleged criminals to and from Georgia. Included are requests for extradition, notice of extradition, notice of extradition hearing, hearing officer's report, Asylum State Governor's decision, supporting papers and correspondence. File is arranged numerically by extradition number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center, hold 49 years; then destroy.  
AMENDS NUMBER 73-89.  
APPROVED: 02/27/73.  
AMENDED: 10/04/77.  
AMENDED: 01/10/80.

✓ 77-298

LEGAL DIVISION SUBJECT FILES - Documents relating to administering the operations and documenting the activities of the Legal Division of the Executive Dept. Included are correspondence, memos, reports and supporting papers between the Governor and/or Legal Counsel and officials of other state agencies, local officials, private persons and organizations within Georgia and out-of-state, reports, minutes, membership lists of various boards, commissions, councils, and materials relating to bonds. File is arranged alphabetically by subject.

Cut off file at end of term of Governor; then retire to State Archives for permanent retention.  
AMENDS NUMBER 73-84  
APPROVED: 02/27/73  
AMENDED: 10/04/77

✓ 77-299

MILITIA DISTRICTS REGISTER - Documents relating to recording the militia districts of the State of Georgia and listing any changes in the districts as submitted by the counties. Included are bound volume of Militia Districts which lists each county, the names of the militia districts within that county, the number of the district, (in some cases the date) and any associated remarks. Volume also contains numerical index to militia districts. File is arranged alphabetically by name of county.

Cut off when volume is filled; then transfer to State Archives for permanent retention.  
APPROVED: 10/04/77

## Records Retention Schedule

EXECUTIVE DEPARTMENT  
News Division

The News Division, headed by the News Secretary, is responsible for the public relations of the Executive Department. The Division prepares press releases of the Governor's statements and programs; assists the Governor in preparing, recording and transcribing his speeches; and monitors public opinion.

Appl

<u>No</u>	<u>Description</u>	<u>Disposition</u>
73-32	TRANSCRIPT FILES - Documents relating to preparation of transcripts of Governor's speeches; new conferences; etc. Tapes are transcribed on basis of importance of topics discussed; public interest; and/or excellence of presentation. Included are record copy of each transcript and one other copy. File is arranged chronologically.	<p><u>Record Copy:</u> cut off file at end of each calendar year; then hold in current files area until end of term of Governor; then retire to State Archives.</p> <p><u>Reference Copy:</u> a copy of each transcript created should be sent to State Archives for security back-up. Archives will hold references series until Record Copy is retired at end of term of Governor; then destroy reference series.</p> <p>APPROVED: 01/29/73.</p>
73-33	SPEAKING ENGAGEMENT FILES - Documents relating to the Governor's speaking engagements. Included are fact sheets on audience/locality; rough notes for speech; related press materials; outlines of programs; speech transcripts. File is arranged by subject, thereunder chronologically. A card file arranged by topic is maintained for cross-reference.	<p>Cut off file at end of each calendar year; then hold in current files area until end of term of Governor; then retire to State Archives.</p> <p><u>Card File:</u> hold in current files area until end of term of Governor; then retire to State Archives. Earlier disposition is authorized.</p> <p>APPROVED: 01/29/73.</p>
73-34	PRESS RELEASE FILES - Documents relating to the information disbursed by the News Division. Included are a record copy and two duplicates of all press releases prepared by the Division. File is arranged chronologically.	<p>Cut off at end of each calendar year; then</p> <p><u>Record Copy:</u> hold in current files area until end of term of Governor; then retire to State Archives. Earlier disposition is authorized.</p> <p><u>Reference Copies:</u> destroy when no longer needed for reference.</p> <p>APPROVED: 01/29/73.</p>



## Records Retention Schedule

EXECUTIVE DEPARTMENT  
News Division

Appl No	Description	Disposition
✓ 73-36	CLIPPING FILES - Documents relating to politics and political figures in Georgia. Included are original and xerox copies of newspaper and magazine clippings; related materials. File is arranged alphabetically by subject/person.	Cut off file at end of term of Governor; then retire to State Archives. Earlier disposition is authorized. APPROVED: 01/29/73.
✓ 73-37	AUDIO TAPE FILES - Materials documenting the Governor's speeches and press conferences. Included are cassette type audio tapes from 60 - 120 minutes in length. Tapes are transcribed as time, importance, staff permit. File is arranged chronologically.	Hold in current files area until transcription is complete; then retire a representative selection of tapes to State Archives at end of each calendar year; tapes not selected should be reused. APPROVED: 01/29/73.
✓ 73-39	DIVISION SUBJECT FILES - Documents relating to all aspects of News Division operations. Included are correspondence; memos; etc., to and from News Secretary; biographical data on the Governor and his major appointees; photographs of the Governor; current working papers on specific subjects. File is arranged alphabetically by subject.	Cut off file at end of term of Governor; then retire to State Archives. Earlier disposition is authorized. APPROVED: 01/29/73.
✓ 73-40-A	PROCLAMATION FILES - Documents relating to Proclamations made by the Governor during his term in office. Included are the record copies of the Proclamations issued by the Governor. A card index is maintained to facilitate reference. Files are arranged: Proclamations are filed chronologically by date of proclamation; Card Index Files are arranged alphabetically by title of Proclamation.	Proclamation File: cut off at end of each calendar year; hold in current files area 4 years; then transfer to State Archives for permanent retention.  Card Index File: Cut off at end of each Governor's term; hold in current files area 4 years; then transfer to State Archives for permanent retention. APPROVED: 01/29/73. AMENDED: 01/13/75.